

This job posting is open until filled so interested applicants should apply as soon as possible.

The Tennessee Department of Health's Division of Family Health and Wellness is hiring a **Public Health Program Director 2** Executive Service. This position is within the Chronic Disease Prevention and Health Promotion section and will directly report to the Tobacco Prevention Team's Public Health Program Director 3 and work closely with the Chronic Disease Section Chief and the Division's Deputy Medical Director. This position will have primary oversight over the State's tobacco cessation initiatives and be responsible for management of federally-funded Centers for Disease Control and Prevention (CDC) grants and involved with management of state Tobacco Prevention funding. This position will also provide supervision to Tobacco Prevention Program staff, including the Pregnancy Smoking Cessation Program Director. This position is in the **Public Health Program Director 2** job class, and is an executive service position.

Responsibilities include:

- Completion of the CDC Quitline Grant and implementation of the work plan (which supports the statewide tobacco Quitline), as well as assistance with completion of the CDC Tobacco Core grant and implementation of the work plan (which supports several Central Office staff and numerous health promotion/health education staff in local/regional health departments). Specific duties include facilitating the operationalization of the grant work plan, assisting with statewide Tobacco Prevention partner initiatives and convenings, coordinating work plan development, implementation and progress reports, and preparing and submitting all budget and contract deliverables required by CDC.
- Participate in the coordination of state-funded Tobacco Prevention efforts in partnership with local, metro and regional health departments. Provide technical assistance to counties and regions on tobacco specific program topics (Ex. Pregnancy Smoking Cessation program and youth-led counter-tobacco initiatives (TNSTRONG)). Oversee development, execution, and monitoring of contracts with local/regional/metro health departments and related vendors. Host statewide Tobacco Prevention calls and webinars, working closely with staff and the regional Tobacco Prevention Coordinators.
- Supervision of at least one position (Program Director 1). Supervision includes developing Individual Performance Plans (IPP) and individual professional development plans, managing the Performance Evaluation process, and approving time and labor in Edison, as well as providing daily performance coaching to assigned employees and supporting those employees in their supervisory duties of direct reports, when applicable.

Criteria:

Education and Experience: There is no formal job description for this classification. The job title is EXECUTIVE SERVICE and serves at the pleasure of the appointing authority of the department in which the position is located.

<http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&classSpecID=101089&viewOnly=yes>

Preferred qualifications:

- Education and Experience: Graduation from an accredited college or university with a bachelor's degree. Master's level preparation in public health, health education, health promotion or community health is preferred.
- Local, regional or state tobacco prevention experience preferred.
- Experience with grant writing and preparation including budget management, especially CDC-related funding.
- Experience with group facilitation and coordination with external partners.
- Experience with researching the evidence-based literature, identifying evidence-based practices, and applying findings to practice.
- Experience equivalent to substantial (five or more years) full-time increasingly responsible professional health program work including, at least, two years of full-time supervisory work or statewide program oversight.
- Substitution of Education for Experience: Additional graduate coursework in a business or health related field may be substituted, on a year-for-year basis, for one year of nonsupervisory experience.
- Interested candidates should send their resume to Liz Kramer-Johnson at liz.johnson@tn.gov. This position will remain open until a candidate has been found.

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The State of Tennessee is an equal opportunity, equal access, affirmative action employer.